



# Retail Sales Specialist

Denver

**Hours: TBD**

**Sale Week:** Each shift is 5 hours in length. Preference will be given to applicants who are able to work 20+ hours during the week of the sale. Hours will not exceed 40 during a one-week pay period.

**Reports to:** Team Manager

---

**Job Brief:**

The Retail Sales Specialist's (RSS) primary function is to operate the propriety Just Between Friends Point of Sale System. Additionally, there will be times that the RSS will be asked to perform tasks on the sales floor such as returning items to the racks, straightening, and/or other general customer service-related functions.

---

**Job Description:**

**Responsibilities:**

- Handle cash and credit card transactions with customers
- Scan items and collect payments
- Issue receipts, and appropriate change
- Redeem gift certificates
- Greet customers when entering or leaving
- Maintain clean and tidy checkout areas
- Bag purchases
- Fill open trash bags and fill can liners
- Pleasantly deal with customers to ensure satisfaction
- Close registers and check for accuracy at end of day and shift changes
- Participate in inventorying, stocking, and other floor related tasks as needed
- Maintain the appearance of all displays, tidying and restocking as needed

**Expectations:**

Customer Service

- Be pleasant
- Stay professional under stress and time constraints
- Smile

**Overall**

- Positive and friendly attitude
- Reliable and punctual
- Basic bookkeeping skills and ability to run the cash register
- Familiarity with POS software is a plus
- Commitment to accuracy during all transactions
- Bring problems to the attention of the Team Manager and provide possible solutions.

**Qualifications**

- Past participation in the Just Between Friends sales event as a cashier is preferred but not required
- Comfortable operating a computer and able to quickly and accurately process transactions
- Care about families in our community and desire to help them provide for their children
- Enjoy interacting with the public and assisting others
- Customer service skills, preferably in a retail or resale environment

**COMPENSATION:**

- \$12.56/hour

**PERKS;**

- Presale Shopping Passes + Guest Passes for the regular and half-price sale
- T-shirt